

**POLICY**

It is the policy of the Michigan Department of Human Services Bureau of Juvenile Justice (BJJ) to ensure that the nutritional needs of youths are met while confined within facilities.

**PURPOSE**

This policy establishes appropriate guidelines governing the planning, preparation and delivery of meals to youths in a nutritionally sound, sanitary and professional manner.

**DEFINITIONS**

See JRG, JJ Residential Glossary.

**RESPONSIBLE  
STAFF**

Designated in the facility standard operating procedure.

**PROCEDURE**

Each facility is required to develop and implement standard operating procedures (SOPs) that govern food services. At a minimum, these SOPs must contain the following requirements:

**Food Service  
Manager  
Responsibilities**

The food services manager is designated by the facility/center director or designee. The food services manager must:

- Supervise all food services operations.
- Ensure compliance with applicable federal, state, and local statutes, regulations, policies, and procedures regarding sanitation and health standards related to facility food services.
- Monitor kitchen staff for cleanliness, health, and professionalism (including the wearing of hair restraints and appropriate washing of hands).
- Submit menus in advance for approval by the facility/center director or designee.

- Expedite implementation of corrective action plans to address any inspection-noted deficiencies.

## **Meals**

All of the following are minimal requirements:

- There are three (3) nutritionally sufficient meals per day, two (2) of these meals must be hot at scheduled mealtimes.
- There is a snack before bedtime.
- No more than fourteen (14) hours pass between the evening snack and breakfast.
- Meals meet the Recommended Dietary Allowances (RDA) published by the National Research Council.
- Meals are not altered for disciplinary reasons.
- Meals appear appetizing and are aesthetically pleasing.
- Mandated substituted food items have comparable nutritional value.
- The preparation, consumption, and clean-up of meals are supervised by staff.
- Detailed and complete records on all meals served are retained for two (2) years.

## **Special Diets**

Any of the following individuals may order special medical, therapeutic, or religious diets:

- Physician.
- Physician's assistant.
- Nurse practitioner.
- Dentist.
- Facility chaplain.
- Facility/center director or designee.

## **Inspections**

Inspections are conducted and logged by the food services manager or designee. The food services manager ensures all of the following:

- Regular inspections ensuring appropriate temperatures for all foods during storage, thawing, cooking, cooling, serving, holding and reheating.
- Weekly inspections of the food services area.
- Daily temperature checks of refrigerators, freezers and dishwashers.
- Results of any health inspections posted prominently in the food service area.
- All inspections are documented with copies forwarded to the facility/center director or designee.

### **Food Service Tools**

All food services tools:

- Must be kept in a secured area or container when not being used by designated staff.
- Are not to be used by youth unless directly supervised by staff.
- Must have an updated inventory posted promptly in the storage area or on the container that is checked and documented at the beginning of each shift.

### **Special Procedures**

Develop procedures to address the special control, storage and handling of food services tools/equipment, sensitive products such as yeast and extracts, and any chemicals utilized in the food service area

### **Sanitation**

Disposal of garbage must be in accordance with applicable sanitation regulations.

### **AUTHORITY**

Social Welfare Act, MCL 400.115a(1)(l)